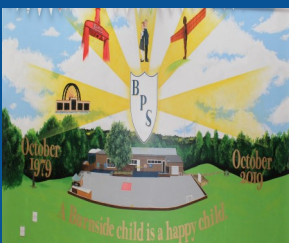




School Staff Communication Plan



Headteacher sharing general information with school community

- School Facebook Page
- Burnside Bulletin

Headteacher sharing information concerning specific information about our school community

- Letter emailed to parents
- Letter shared on Facebook

Headteacher sharing confidential information about individual children

- Phone call directly with parent or carer
- Video conference

Staff members sharing general information with parents

- Note home slip
- Socially distanced chat at the gate
- Key Stage email
- School Facebook Page

Staff members sharing confidential information

- Phone call directly with parent or carer
- Video conference

Sharing information regarding injuries

- Minor injury—First aid sticker and slip sent home
- Bump to the head—Phone call home and slip sent home
- Serious injury/injury caused by another —Phone call home (Please note this may be at the end of the school day if the injury occurs at home time)

Sharing information with other staff and record keeping

- All information about children is recorded on CPOMS including serious injuries, parental concerns and documentation from outside agencies
- Minor injuries recorded in accident book and slip sent home
- Serious injuries recorded in accident book, on CPOMS and slip sent home